



E100 First-Class Mail

## E130 Nonautomation Rates

**Summary** E130 describes the basic eligibility standards and mail preparation for nonautomation First-Class Mail at single-piece and presorted rates. It also specifies the criteria for applying the nonmachinable surcharge.

### 1.0 BASIC STANDARDS

**All Pieces** All pieces of nonautomation First-Class Mail must:

- 1.1
  - a. Meet the basic standards for First-Class Mail in [E110](#).
  - b. Weigh 13 ounces or less.
  - c. Bear a delivery address.
  - d. Meet the applicable documentation and postage payment standards in [P012](#), [P013](#), and [P100](#).

**Barcodes** Any POSTNET barcode on a mailpiece in a nonautomation First-Class mailing must be correct for the delivery address and meet the standards in [C840](#) and [A950](#).

### 2.0 SINGLE-PIECE RATE

**Rate Application** The single-piece rates for First-Class Mail are applied as follows:

- 2.1
  - a. The card rate applies to a card meeting the applicable standards in [C100](#) that is not eligible for or claimed at the Presorted rate, an automation rate, or a qualified business reply mail (QBRM) rate.
  - b. The letter rate applies to any other First-Class Mail (letter, flat, and parcel) weighing 13 ounces or less that is not eligible for and claimed at the card rate, the Presorted rate, an automation rate, a qualified business reply mail (QBRM) rate, or required to be paid at a rate for keys and identification devices.

**Keys and Identification Devices** Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh 13 ounces or less are mailed at the applicable single-piece letter rate plus the fee in [R100.11.0](#), and if applicable, the nonmachinable surcharge. The keys and identification devices must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the piece to that address and a statement guaranteeing payment of postage due on delivery.

**Preparation** Single-piece rate mail must be prepared under [M110](#).

**Nonmachinable Surcharge—Letter-Size Pieces** The nonmachinable surcharge in [R100.12.0](#) applies to letter-size pieces that weigh 1 ounce or less and meet one of the following criteria:

- 2.4
  - a. Meet one or more of the nonmachinable characteristics in [C050.2.2](#). Pieces mailed at the card rate are not subject to the nonmachinable surcharge.
  - b. For which the mailer chooses the manual only (“do not automate”) option (see [M130.1.6](#)). Pieces mailed at the card rate may choose this option but are not subject to the surcharge.

**Nonmachinable  
Surcharge—  
Nonletters**  
2.5

Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.11.0 if any one of the following applies (see C010.1.3 for how to determine the length and height of a mailpiece):

- a. The piece is greater than 1/4-inch thick.
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.
- c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

**3.0 PRESORTED RATE****All Pieces**  
3.1

[6-12-03] In addition to the standards in 1.0, all pieces in a First-Class Mail Presorted rate mailing must:

- a. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail, subject to 3.2.
- b. Be in the same processing category and meet the applicable physical standards in C100.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  - (1) The Move Update standard in A030.1.0.
  - (2) The ZIP Code accuracy standard in A030.2.0.
  - (3) If an alternative addressing format is used, the additional standards in A020.
- d. Be marked, sorted, and documented as specified in M130 or, alternatively for flat-size mail, under M910.

**Cards and Letters**  
3.2

Cards claimed at card rates must meet the physical standards for card rates in C100. Pieces claimed at card rates and pieces claimed at letter rates are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

**Nonmachinable  
Surcharge—  
Letter-Size Pieces**  
3.3

The nonmachinable surcharge in R100.12.0 applies to letter-size pieces that weigh 1 ounce or less and meet one of the following criteria:

- a. Meet one or more of the nonmachinable characteristics in C050.2.2. Pieces mailed at the card rate are not subject to the nonmachinable surcharge.
- b. For which the mailer chooses the manual only ("do not automate") option. Pieces mailed at the card rate may choose this option but are not subject to the surcharge.

**Nonmachinable  
Surcharge—  
Nonletters**  
3.4

Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.12.0 if any one of the following applies (see C010.1.3 for how to determine the length and height of a mailpiece):

- a. The piece is greater than 1/4-inch thick.
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.
- c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.